

**Developmental Disabilities Council**

**Financial Advisory Committee Meeting minutes**

**August 23, 2018**

**Appoquinimink State Service Center, Middletown DE**

**Members Present:** Beth Mineo, Steve Tull

**Members Absent:** Carol Barnett

**Staff:** Stefanie Lancaster, Kristin Harvey

**I. Review/Discussion of 2018 Budget Spreadsheets** – Staff reviewed the current financial report with the members. It was noted that there is currently \$34,708.67 left unobligated in FY2017 funds. This is due to the fact that these funds are set aside for the Boundless and Healthy Lifestyles contracts which have not been signed yet. Until those contracts are signed, that money is not physically obligated on a purchase order. There was some discussion about the status of the Boundless contract. If Boundless is not deemed to be part of the objectives in the current State Plan and is not funded at this time, then the \$14,750 in FY 2017 funds that was set aside for this contract will need to be obligated to another project in order to avoid the funds reverting to the feds. Terri Hancharick and Steve Yeatman are currently awaiting a response from our federal granting agency in writing to state whether they feel it is incorporated into our current state plan. The deadline of September 10<sup>th</sup> was chosen by the FAC Committee to wait for a response in writing from the feds stating that the DDC can proceed with funding Boundless and that it will not be disallowed. If a response is not received in writing at that time, the FAC committee will proceed with the below recommendation. The FAC Committee agreed that just because FY 2017 funding may need to be reallocated from Boundless for this year in the interest of time and to avoid reverting the funds, does not rule out the possibility of future funding at the discretion of the Council and the feds for this project. A recommendation was made by the members to add this additional funding to the LIFE Conference contract to help promote scholarships to get more consumers to attend as well as to assist with generating a Public Relations/Marketing campaign to attract attention to the LIFE Conference. There is currently a marketing contract in place that the DDC could possibly utilize through Government Support Services. Kristin stated that she will follow up on this with our DSA's fiscal department.

Since there is \$166,893.57 in FFY2018 project funds that still needs to be obligated, the following were recommendations from the FAC Committee that were discussed and will require full Council approval at the September Council meeting:

- Junior Partners in Policymaking contract – The committee voted to recommend funding the full amount of the contract now at \$40,293.98. If funding is secured from the General Assembly (\$20,000) and the Delaware Department of Education (\$8,000) for this contract, the cost will be

lowered for the DDC's portion by \$28,000. The FAC felt that it was most beneficial to get the Council's approval for the full funding in case it is needed to avoid the need to go back for a re-vote.

- Self Advocacy contract with Asperger's Alliance – the current contract amount is \$5,000. It was recommended by the committee to increase this contract by extending the current contract end date and adding \$15,000 more to this contract.

**II. Proposed Budget for 2019 discussion** – The following recommendations were reviewed and approved by the FAC Committee. Beth Mineo will report the below recommendations to the full Council at the September 12<sup>th</sup> Council meeting for a vote by full Council. The recommendations are as follows:

2020 LIFE Conference - \$25,000

2020 Partners in Policymaking - \$81,500- This is comprised of \$53,500 DDC, \$20,000 General Assembly and \$8,000 Department of Education funds. It was recommended by the Committee that since the funds from the GA and DOE are not secured as of yet that the DDC fund the full amount and if those funds are obtained from GA and DOE, then the DDC would reduce the Council's portion to \$53,500.

2019 Council travel - \$30,000 (\*\$17,000 was previously approved for 2018 travel funds and that has been exhausted at this time) Beth Mineo stated that she feels priority should be given for travel to conferences and functions that are sponsored by our federal granting agency, such as the Disability Policy Seminar in April of each year and the NACDD Conference in July each year. Staff replied that the Council's Travel Policy is still awaiting review and a vote from the Executive Committee, but that it is possible to add this stipulation if the Council agrees.

2020 Council Travel - \$30,000

2019 Annual report - \$500

2020 Annual report - \$500

2019 Self Advocacy project - \$20,000 (this could support 2 organizations if possible but the committee was not against only supporting one organization)

2020 Self Advocacy project - \$20,000

**III. Other Business** – Beth Mineo requested that in future DDC Council meetings that a portion of the meeting be dedicated to fully understanding the Financial Report as the form can sometimes be confusing. Stefanie will incorporate this into the Financial Report of the meetings moving forward. All members are encouraged to reach out to DDC Staff if they need further clarification.

**IV. Next meeting date** – The next meeting date was set for October 30, 2018 from 10 a.m. to 11:30 a.m. at Appoquinimink State Service Center. Not available that date/time. Need to find another location

**V. Adjournment** – The meeting adjourned at 11:45 a.m.

